

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Book Club Name]

[Book Club Address]

[City, State, Zip Code]

Dear [Book Club Coordinator's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my membership in [Book Club Name], effective immediately.

While I have enjoyed being a part of the club, due to [insert reason, if desired], I must withdraw my membership at this time.

I appreciate the experiences and friendships I have gained during my time with the club and wish all the members continued success in their reading endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]